

TOWN OF COPAKE

EMERGENCY MANAGEMENT TEAM

**STANDARD
OPERATIONAL
GUIDE**

UPDATED 4/9/15

CERTIFICATION

Lawrence O. Proper, Clerk of the Town of Copake hereby certifies that on the 9th day of April, 2015, the foregoing was adopted by a majority vote of the Town Board of the Town of Copake, Columbia County.

Lawrence O. Proper, Town Clerk

4/9/15

TABLE OF CONTENTS

Certification	i
Table of Contents	ii
Preface	iii
Disaster Response Plan:	
Responsibilities	1
Sequence of Action	2
Designation of Emergency Interim Successors	4
Documentation	4
List of Potential Disasters – Figure 1	5
Staffing Flow Chart – Figure 2	7
Standard Operating Procedures (SOP)	8
SOG Table of Contents	9

PREFACE

- 1 A wide variety of emergencies caused by nature, or man, may result in loss of life or property to our citizens.
- 2 Town government must provide the leadership and direction to prevent, mitigate and respond to these emergencies and disasters.
- 3 The Town, to meet this responsibility, will implement this plan in the event of an emergency or disaster.
- 4 It shall be the responsibility and duty of the senior elected official, or their successor, to declare the existence of such an emergency condition.

RESPONSIBILITIES

- 1 The SUPERVISOR is responsible for the conduct of disaster operations within his/her political supervision.

The SUPERVISOR shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster (see figure 3).

The SUPERVISOR shall direct the activities of all agencies within the political subdivision against the effects of the emergency (see figure 2). The SUPERVISOR will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

The SUPERVISOR may appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.

- 2 The TOWN shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans. The EOC staff is not limited to those listed below nor are all those listed required.

- a. TOWN SUPERVISOR
- b. TOWN CLERK (Emergency Coordinator)
- c. TOWN BOARD MEMBERS
- d. TOWN ATTORNEY
- e. DEPUTY TOWN CLERK

- f. ADMINISTRATOR
- g. ZEO AND BUILDING INSPECTOR
- h. HIGHWAY SUPERINTENDENT
- i. COLUMBIA COUNTY SHERIFF
- j. FIRE CHIEF
- k. NYSEG
- l. TOWN CLERK (Communications)
- m. TOWN CLERK (Public Information)

FIGURE 3

SEQUENCE OF ACTION

The SUPERVISOR, town board members, Highway Superintendent, the town clerk and other town personnel as designated will assemble at the EOC upon notification of an Emergency. Emergency notification list kept on file with the TOWN CLERK.

The SUPERVISOR or designee is responsible for making the formal declaration and proper notification of a Disaster. This includes:

- 1 A letter to the town clerk, the COLUMBIA County Clerk and the Secretary of State within 72 hours.
- 2 A copy of this letter will be sent to the COLUMBIA County Emergency Management Office.
- 3 Telephone or letter to the official town newspaper. The TOWN will contact the COLUMBIA County Emergency Management Office for assistance only after all local or mutual aid resources are exhausted. Requests for outside aid must first be approved by the SUPERVISOR or designee.

When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible. The COLUMBIA County Emergency Management Office will automatically notify the Red Cross to open a shelter when notified. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community...the TOWN of COPAKE. The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings, disaster sites, and flooded areas. The local Fire Chief may call upon the County Fire Coordinator for advice and/or assistance concerning fire-related emergencies and relief operations. The Fire Department also adopts, incorporates, and shall participate in any Fire Mutual Aid and the COLUMBIA County Hazardous Materials Response Plan and any other plan deemed in the best interest of the residents of the TOWN.

- 4 The Public Information Officer, appointed by the SUPERVISOR and under the direction of the EMERGENCY MANAGEMENT TEAM shall direct the local dissemination of emergency information, the issuance of news reports to the public, and notify the County Emergency Services on the status and development of emergency measures, using all media of public communications.
- 5 The SUPERVISOR shall request that the County Sheriff's Office, and the State Police will assign their personnel to maintain order, prevent looting, direct traffic and also to direct the injured to medical installations.

- 6 The Highway Superintendent will be responsible for maintaining essential public facilities and services, including the maintenance of streets, highways, bridges, public buildings and other vital community services. He will cooperate with all other departments of the TOWN to restore and maintain essential services.
- 7 The Building Inspector of the TOWN will be responsible for safety inspection of damaged buildings before evacuees are allowed to reoccupy such buildings.

Names, addresses, and telephone numbers of all TOWN personnel will be available at the TOWN hall. A list of the order of designees for disaster declaration and emergency management will be on file in the TOWN hall and with the County Emergency Management office.

DESIGNATION OF EMERGENCY INTERIM SUCCESSORS

Those persons designated have the responsibility for supplying the COLUMBIA County Emergency Management Office with the following information when requesting additional aid:

- 1 Assessment of damage to the town.
- 2 Information regarding extent of disaster response by the town.
- 3 The special need of the town.

DOCUMENTATION

The maintaining of logs by EOC staff, and all town, village, or city departments documenting personnel time, materials and equipment utilized to respond to the situation.

Figure 1

LIST OF POTENTIAL DISASTERS

<u>MAN MADE</u>		<u>NATURAL</u>	
1	Multiple dwelling fires	1	Major snow storm
2	Automotive or gas station fires	2	Ice storm
3	Nursing home fires	3	Tornado
4	Hazmat incident	4	Hurricane
5	Terrorist Incident	5	Flood

Town Emergency Sheltering Plan

1 American Red Cross Supported Town Emergency Shelter

- Definition: A public facility equipped with a backup electrical power supply, food service and sanitary needs, capable of 24 hour housing for citizens to include the provision of meals, the provision of temporary lodging, and security.
- Primary Shelter Designation: Copake Town Park Building
 - Identify capacity: 295
 - Identify Operational Staff – to be determined by CEO
 - Identify Operational Procedures – follow Standard Operational Guide
- Secondary Shelter Designation: Taconic Hills School Campus
 - Identify capacity: 5,290
 - Identify Operational Staff: Determined by Columbia County Emergency Management
 - Identify Operational Procedures: Determined by Columbia County Emergency Management
 - Issue of Backup Electrical Power: Generator

A Shelter Area: Level 1

- | | | |
|---|-------------------------------|------------------------|
| 1 | Town of Copake Park Building: | 305 Mountain View Road |
| 2 | Copake Town Hall: | 230 Mountain View Road |

B Major Disasters: Level II

- 1 Taconic Hills High School: 73 County Route 11A, Craryville
 - The Taconic Hills CSD is authorized to permit Red Cross to use property, grounds, and equipment for mass care shelters or service center required in the conduct of Red Cross Disaster Relief Activities and wishes to cooperate with Red Cross for such purpose.
 - a) The Taconic Hills CSD agrees that it will permit, to the extent of its availability, and upon request of the Red Cross, the use of its facilities by Red Cross as mass shelters or service centers for victims of disasters.

b) Red Cross agrees that it shall exercise reasonable care in the conduct of its activities and further agrees to replace or reimburse the THCSD for any supplies or equipment used by Red Cross in the conduct of its relief activities in said mass shelters or service centers.

2 Town Health & Welfare Plan

- (1) Home Check Program
 - A. Senior Contact Lists: Refer to Registration Form for Individuals Living Alone
 - B. Documents filed at the Copake Town Hall, Town Clerk's Office
- (2) Health & Welfare Property Visits
 - A. The SUPERVISOR shall request that the Columbia County Sheriff's Office, and NYS Police assign available personnel to this assignment.
- (3) Emergency Evacuations
 - A. The Fire Chief and Fire Officer will be responsible for the direction of all action pertaining in the emergency removal of trapped and injured persons from vehicles, damaged buildings, disaster sites, and flooded areas.

LIST OF DISASTER SITES

3 Support

- | | | |
|---|---|--------------|
| 1 | Columbia County Department of Social Services
(O) 828-9411 | |
| 2 | American Red Cross | 458-8111 |
| 3 | Hospitals | |
| | Albany Med | 262-3125 |
| | Albany Memorial | 471-3111 |
| | Berkshire Med | 413-447-2000 |
| | CMH ER | 828-8500 |
| | Fairview Hospital | 413-854-9700 |
| | Northern Dutchess | 845-871-3440 |
| | Sharron Hospital | 860-364-4111 |
| | St. Francis | 845-431-8220 |

FIGURE 2

STAFFING FLOW CHART

Following is a suggested flow chart illustrating various positions which should be considered when developing an emergency preparedness plan.

Attorney	Ken Dow	CEO	Jeffrey Nayer
Town Council	1 Kelly Miller-Simmons 2 Susan Winchell-Sweeney 3 Jeanne Mettler 4 Terry Sullivan	Emergency Coordinator	Lawrence O. Proper
State & Federal Agencies	County Emergency Management, William Black, Contact (Columbia County Sheriffs Office to Page William Black)	Police	Columbia County Sheriff
Highway Department	William Gregory	Communications	Lawrence O. Proper
Fire	David Proper	Production & Resources	Assigned by CEO
Medical	1 Peter Doty	Transportation	Assigned by CEO
Manpower	1 CEO 2 Fire Chief 3 Police 4 Highway	Fiscal Officer	Jeffrey Nayer
Building Inspector	1 Edward Ferratto	Chief of Supplies	1 Assigned by CEO 2 American Red Cross 3 Columbia County Department of Social Services
Secretaries & Clerks	1 Lawrence O. Proper 2 Vana Hotaling	Chaplin	1 Copake United Methodist Church 2 Our Lady of Hope Catholic Church 3 Craryville United Methodist Church 4 West Copake Reformed Church 5 Episcopal Church of St. John's in the Wilderness 6 United Methodist Church of Hillsdale
School Representatives	1 Neil Howard 2 Richard Viebrock		
Others	Copake Park Commission 1 Lianna Summers		